Position:

Candidate Name:

Reference Name:

Relationship to Applicant:

Verification of Employment Dates:

Position Held:

|  |  |
| --- | --- |
| Nature of Responsibilities: |  |

|  |  |
| --- | --- |
| Reason for  Leaving: |  |

Would this individual be eligible for rehire?  Yes  No

|  |  |
| --- | --- |
| Why or  why not?: |  |

**Sample Questions**

1. Please describe the type of work for which the candidate was responsible.
2. How would you describe the overall all quality of the candidate’s work? Can you give me some examples?
3. How would you describe the applicant’s relationships with co-workers, subordinates (if applicable), and superiors?
4. What can you tell me about applicant's leadership ability?
5. How would you describe the candidate's ability to communicate?
6. Can you tell me in measurable terms the biggest impact this person made on the organization?
7. What did this person so above and beyond the basic needs of the job?
8. There is an expectation that the person in this role will be a teacher/trainer/developer of others. Can you speak to applicants abilities in this area?
9. What is your overall assessment of the candidate?
10. Would you recommend him/her for this position? Why or why not?
11. Is there any other information you can provide us with that would assist us in the decision making process?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Conducted by: |  |  |  |  |  |
|  | *Print Name* |  | *Signature* |  | *Date* |

***(Return to Human Resources)***